

**WALLINGTON SCHOOL DISTRICT
EMPLOYMENT CONTRACT
BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR**

This contract is a written agreement between the Wallington Board of Education and Joseph C. Brunacki III, the Board of Education Secretary/School Business Administrator for the period beginning July 1, 2020 and ending June 30, 2021, and nothing contained in this document shall be construed in any way to deny or restrict either the Board Secretary/School Business Administrator or the Wallington Board of Education to any of their rights, as either party may have under the New Jersey School Laws or any other applicable laws and regulations, be they local, state or federal.

CERTIFICATION:

The Board Secretary/School Business Administrator shall hold a valid New Jersey certification license as a School Business Administrator.

DUTIES:

The Board Secretary/School Business Administrator shall perform all the duties and tasks appropriate to and consistent with the professional role and responsibility of the position of Board Secretary/School Business Administrator. These duties shall be set forth by the Board of Education in policy, as well as in the job description set forth for the position, which may be modified from time to time by mutual agreement of both parties.

SALARY:

The salary for the 2020-2021 school year shall be as follows:

The 2019-2020 school year salary of \$156,560 and the 2020-2021 school year shall be \$161,257.00.

Any adjustment in salary made during the life of this Employment Contract shall be in the form of an amendment and shall become part of this Employment Contract after review and approval by the Executive County Superintendent; but it shall not be deemed that the Board and the Business Administrator have entered into a new employment contract.

VACATION:

The Board Secretary/School Business Administrator shall receive twenty two (22) vacation days with pay, per year. These will be available, July 1 following the year of the contract and expire at the end of that school year.

HOLIDAYS:

The Board Secretary/School Business Administrator shall be entitled to all holidays and school

closing days off, with pay, as provided in the school calendar, as well as all legal holidays that fall during the months of July and August.

The list of legal holidays includes:

Labor Day
New Years Day
Columbus Day
Lincoln's Birthday
Veterans Day
Washington's Birthday
Thanksgiving Day
Good Friday
Friday after Thanksgiving
Memorial Day
Christmas Eve
Independence Day

Christmas Day

Election Day
(November)

New Years' Eve

Martin Luther King Day

ADDITIONAL COMPENSATION:

The Board Secretary/School Business Administrator shall receive additional compensation for additional duties performed in conjunction with the administration of the Pre/After Care Program in the district in the amount of \$5,000.00.

Any adjustment in the additional compensation made during the life of this Employment Contract shall be in the form of an amendment and shall become part of this Employment Contract after review and approval by the Executive County Superintendent; but it shall not be deemed that the Board and the Business Administrator have entered into a new employment contract.

SICK LEAVE:

The Board Secretary/School Business Administrator shall be entitled to twelve (12) sick days annually, with pay, which shall be cumulative. The Board Secretary/School Business Administrator shall be compensated for all accrued sick time, upon retirement, at the rate established of 23% of all available time. Since the Board Secretary/School Business Administrator was employed in this position prior to the effective date of P.L. 2010, c.3 (May 20, 2010), the maximum payment of \$15,000.00 prescribed by N.J.S.A. 18A:30-3.6 does not

apply. Payment will be based on the calculation as described by the State of New Jersey circulars.

PERSONAL LEAVE:

The Board Secretary/School Business Administrator shall be entitled to two (2) personal days annually, with pay, which if unused, shall be converted and added to the cumulative sick time total, not to exceed 15 sick days (total accumulation) per year.

FAMILY ILLNESS LEAVE:

The Board Secretary/School Business Administrator shall be entitled to two (2) illness in the family days annually, with pay, which if unused, shall be lost at the year end.

DEATH IN THE IMMEDIATE FAMILY:

The Board Secretary/School Business Administrator shall be entitled to five (5) death in the immediate family days, with pay, which shall be consecutive, including weekends. Immediate family shall be defined as per the WEA contract, Article VI, with the district.

DEATH OF ANOTHER RELATIVE OR CLOSE FRIEND:

The Board Secretary/School Business Administrator shall be entitled to one (1) death of another relative or close friend day to attend a funeral, with pay.

HEALTH INSURANCE:

The Board Secretary/School Business Administrator shall be entitled to the same medical, dental and prescription drug coverage plans, as provided to all employees of the district.

Medical Plan

The Board agrees to provide a medical health plan to the Board Secretary/School Business Administrator, during the period that the Board Secretary/School Business Administrator is employed in the district, which is equal to the plan offered to all other district employees. At the current time, the plan is the State Health Benefits Plan, Horizon Blue Cross/Blue Shield of New Jersey.

Pursuant to applicable law and regulation, the Board Secretary/School Business Administrator shall contribute an amount of his base salary toward the payment of premiums.

The Board Secretary/School Business Administrator may waive health insurance coverage and shall receive in lieu of benefits reimbursement based on a maximum of 25% of the cost of the plan in which he was previously enrolled.

The Board Secretary/School Business Administrator, if waiving health insurance coverage, shall be entitled to the health insurance declination of benefits stipend once the effective date of the enrollment changed is in place. Payment shall be made monthly through the payroll and on a pro-rated basis.

Should the Board Secretary/School Business Administrator elect to decline coverage, his rights will remain in place to re-enroll for coverage at any time should his or his family circumstances change such that health insurance coverage is lost. The circumstances include death, divorce, loss of employment or any other event that results in the loss of health insurance coverage. Re-enrollment for any other reason can only occur during the open enrollment period for the plan. Re-enrollment is subject to the requirements of the plan and its carrier. The effective date of coverage is also subject to the restriction implied within the plan itself.

Dental Plan

The Board agrees to provide and pay the full premium of a dental plan during the period that the Board Secretary/School Business Administrator is employed in the district. The plan shall be consistent with that of all the other employees of the district, which is currently a 70/30 service agreement based on the coverage limits of the actual plan in existence. Should the Board Secretary/School Business Administrator be on any unpaid leave of absence, the coverage under the plan will be cancelled for that period of time, unless the Board Secretary/School Business Administrator shall pick up the payment of premiums under the COBRA laws and requirements. The current plan holder for the district is Horizon Blue Cross/Blue Shield of New Jersey.

Prescription Plan

The Board agrees to provide and pay the full premium of a prescription plan during the period that the Board Secretary/School Business Administrator is employed in the district. The plan shall be consistent with that of all the other employees of the district, which is currently a Co-Pay Prescription Plan. The Co-Pay for generic drugs will be \$5.00 and \$15.00 for brand name prescriptions, according to the actual limits and covered prescriptions listed in the plan. Should the Board Secretary/School Business Administrator be on any unpaid leave of absence, the coverage under the plan will be cancelled for that period of time, unless the Board Secretary/School Business Administrator shall pick up the payment of premiums under the COBRA laws and requirements. The current plan holder for the district is Benecard.

OTHER INSURANCE:

The Wallington Board of Education agrees to cover the Board Secretary/School Business Administrator under the Board's liability insurance plan in an amount sufficient to insure against any lawsuits that may occur during the performance of the duties of the Board Secretary/School Business Administrator in the district.

TRAVEL REIMBURSEMENT:

In connection with his official duties, the Board Secretary/School Business Administrator shall receive a mileage reimbursement for expenses incurred in the ownership and operation of his automobile at the State rate, pursuant to OMB Travel Regulations, for all travel which requires the Board Secretary/School Business Administrator to use his automobile in the performance of his duties under this Employment Agreement, exclusive of commutation costs. The Board Secretary/School Business Administrator will provide the Board with appropriate records and receipts. Reimbursement or payment for such expenses shall be made in accordance with Board policies, N.J.S.A. 18A:11023 and the State's regulations regarding travel covered under Circular Letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and Budget. No other vehicle or travel allowance shall be paid to the Board Secretary/School Business Administrator during the term of this Employment Agreement unless it is specifically set forth herein.

OTHER JOB RELATED EXPENSES:

The Board of Education agrees to pay the entire cost of all membership fees and/or charges for all professional groups that School Business Administrators belong, which include but are not limited to Bergen County Association of School Business Officials (BCASBO), New Jersey Association of School Business Officials (NJASBO), Association of School Business Officials (ASBO) and the New Jersey School Boards Association (NJSBA).

TUITION REIMBURSEMENT

The Board of Education agrees to pay for any and all seminars, training sessions or courses that may be required or mandated by the State of New Jersey for the position of Board Secretary/School Business Administrator, as long as such course work has been pre-approved by resolution at a regular scheduled meeting of the members of the Board of Education.

DAILY WORK HOURS:

September 1 - June 30

The Board Secretary/School Business Administrator shall work a seven hour day from September 1, through June 30th, in conjunction with the operating hours of the Board of Education Office of 8:00 am to 4:00pm, with an hour for lunch. On Fridays and days immediately preceding a holiday the Board Secretary/School Business Administrator shall be permitted to leave 30 minutes early.

The Board Secretary/School Business Administrator shall also be available to attend all regularly scheduled Board of Education meetings, barring any unforeseen or reasonable reasons for not attending. Also, the Board Secretary/School Business Administrator shall be available for all scheduled committee meetings at which his presence is requested, barring any reasonable reasons for his inability to attend.

July 1 - August 31

The Board Secretary/School Business Administrator shall work a six hour day, either 8:00am - 3:00pm with an hour for lunch, or 8:30 am - 3:00 pm with a half hour for lunch, as per his choice.

Single Session Days

When students are dismissed at 12:55 pm for a single session day, including emergency closings and those days prior to Thanksgiving and Christmas recess, the Board Secretary/School Business Administrator shall work until 1:15 pm. This does not include single session days during the opening week in September or closing week in June, nor does it include scheduled professional development days for staff.

EVALUATION:

The Board Secretary/School Business Administrator will be evaluated at least once per school year, on or before April 15th, by the Superintendent of Schools.

SAVINGS CLAUSE:

If, during the term of this employment agreement, it is found that a specific clause of this Employment Agreement is contrary to Federal or State law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force and effect. The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

MODIFICATION CLAUSE:

The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.

REVOCACTION CLAUSE:

The parties hereto agree that in the event the Board Secretary/School Business Administrator's certification is permanently revoked, all provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if the Board Secretary/School Business Administrator is lawfully precluded from performing his duties by any Judgment, Order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate and the Board Secretary/School Business Administrator's employment shall cease.

SCHOOL BUSINESS ADMINISTRATOR

Detailed Statement of Contract Costs

District: Wallington						
Name: Joseph Brunacki III						
Job Title: School Business Administrator/Board Secretary						
District Grade Span: K - 12						
On Roll Students as of 10-15-of previous year 1302						
Yrs. As District BA	24	Total Yrs. As BA	24	Total Yrs in District	24	#REF!
Salary		156560	161257	161257		
Salary	\$ 156,560	\$ 161,257	\$ -	\$ -	\$ 0	0.00%
Subcontracted Services	\$ -	\$ -	\$ -	\$ -		
Longevity	\$ -	\$ -	\$ -	\$ -		
Additional Salary	\$ 156,560	\$ 161,257	\$ 4,697		\$ 4,697	3.00%
Quantitative Merit Goals	\$ -	\$ -	\$ -			
Qualitative Merit Goals	\$ -	\$ -	\$ -			
Additional Compensation - Describe: Pre/After Care Program Coordinator	\$ 5,000	\$ 5,000	\$ 5,000			
	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0	\$ 0	0.00%
TOTAL ANNUAL SALARY PLUS ADDITIONAL COMPENSATION	\$ 161,560	\$ 166,257	\$ 4,697		\$ 4,697	2.91%
Board Contribution for Cost of Premiums for:						
Health Insurance	\$ -	\$ -	\$ -			
Prescription Insurance	\$ 8,441	\$ 8,144	\$ -			
Dental Insurance	\$ 979	\$ 979	\$ -			
Vision Insurance	\$ -	\$ -	\$ -			
Disability Insurance	\$ -	\$ -	\$ -			
Other Insurance - Describe:	\$ -	\$ -	\$ -			
Waiver of Benefits	\$ -	\$ -	\$ -			
Section 125 Plan Reimbursements - Describe:	\$ -	\$ -	\$ -			
	\$ 9,420	\$ 9,123	\$ -297		\$ -297	-3.15%
	\$ 2,954	\$ 2,850	\$ -104		\$ -104	-3.52%
TOTAL HEALTH BENEFITS COMPENSATION	\$ 6,466	\$ 6,273	\$ -193		\$ -193	-2.98%
Other Compensation						

Travel and Expense Reimbursement (Estimated Annual Cost)	\$ 500	\$ 500	\$ 500	
Professional Development (Capped Amount or Estimated Annual Cost)	\$ 1,000	\$ 1,000	\$ 1,000	
Tuition Reimbursement	\$ -	\$ -	\$ -	
Mentoring Expenses - Describe:	\$ -	\$ -	\$ -	
National/State/County/Local/Other Dues	\$ 2,000	\$ 2,000	\$ 2,000	
Subscriptions	\$ -	\$ -	\$ -	
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ -	\$ -	\$ -	
Computer for Home use, including supplies, maintenance, internet	\$ -	\$ -	\$ -	
Other - Describe: Professional Liability Insurance & Bond Insurance	\$ 700	\$ 700	\$ 700	
TOTAL OTHER COMPENSATION	\$ 4,200	\$ 4,200	\$ 4,200	0.00%
Sick and Vacation Compensation				
Maximum Payment for Unused Sick Leave Upon Retirement	\$ 15,000	\$ 50,499	accum time	23.00%
Maximum Payment for Unused Vacation Leave - Retirement or Separation	\$ 13,247	\$ 13,645	available at year end	
TOTAL UNUSED SICK AND VACATION PAYMENT	\$ 28,247	\$ 64,144	\$ 35,897	127.08%
TOTAL CONTRACT COST	\$ 200,473	\$ 240,874	\$ 40,401	20.15%

Vacation Days_22_ Holidays_16_ Personal Days_2_ Total_40_

147-60-2261

00404753

The State of  New Jersey

Department of Education
State Board of Examiners

Standard Certificate

Issued Expires
06/03

This is to certify that

JOSEPH C BRUNACKI


County District
00

Has met all of the requirements established by the State Board of Education and is authorized to serve in the public schools of New Jersey as indicated below:

SCHOOL BUSINESS ADMINISTRATOR



Paul Director of Education



Secretary State Board of Examiners



State of New Jersey
Department of Community Affairs



The
Division of Local Government Services
hereby certifies that

Joseph C. Brunacki III
18 Koster Street
Wallington, NJ 07057

is a

QUALIFIED PURCHASING AGENT

6/30/2018 to 6/30/2021

Valid

Q-0689

Certification #

Signature of Registrant

Timothy J. Cunningham, Director

YOUR CERTIFICATION NUMBER IS: **Q-0689** PLEASE USE IT ON ALL CORRESPONDENCE YOU FILE WITH THE DIVISION.

CERTIFICATION PERIOD: **6/30/2018 to 6/30/2021**

USE THIS SECTION FOR NAME AND/OR ADDRESS CHANGES.

ADDRESS OF RECORD: _____

TELEPHONE (INCLUDE AREA CODE) _____

HOME PHONE: _____

BUSINESS: _____

PLEASE COMPLETE AND SEND CHANGES TO:

CERTIFICATION UNIT
DIVISION OF LOCAL GOVERNMENT SERVICES
PO BOX 803
TRENTON, NJ 08626-0803

August 10, 2018

Joseph C. Brunacki III
18 Koster Street
Wallington, NJ 07057

Dear Joseph C. Brunacki III

Attached you will find the renewal of your
Qualified Purchasing Agent Certificate,
indicating the issue date as well as the expiration date.
Please sign your name on the renewal document.

I commend your efforts in acquiring the necessary
credits to maintain your certification. If the Division can
be of any assistance to you, please feel free to contact
the Certification Unit at (609) 292-4866.

Sincerely,
Timothy J. Cunningham
Director

TERMINATION OF EMPLOYMENT:

This agreement may be terminated by a mutual agreement of both parties or by a notice of termination by the Board Secretary/School Business Administrator.

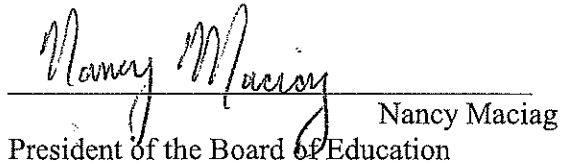
A sixty day notice of termination, in writing, is required by the Board Secretary/School Business Administrator.

This employment contract is agreed to, and has been approved by the Wallington Board of Education, by a vote of its membership on ~~6-30-21~~ and is part of the minutes of that meeting.

IN WITNESS WHEREOF, they set their hands and seals to this employment contract, effective on the day and year noted.



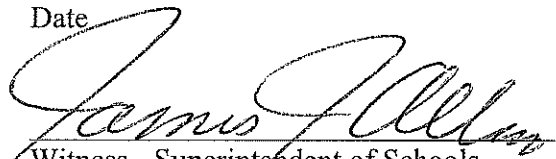
Joseph Brunacki III
Board Secretary/School Business Administrator



Nancy Maciag
President of the Board of Education

7-1-21

Date



Witness - Superintendent of Schools

7-1-21

Date

Date